



Quick Reference Guide to the FDS Online Filing System

NY.gov ID Account

You must have a NY.gov ID account to access the Commission's Financial Disclosure Statement ("FDS") Online Filing System. If your agency has not provided you with an account, you may create a personal account:

- Go to <http://my.ny.gov> and click on "Don't have an account?"
- Click on the "Personal" button
- Click on the "Sign Up for Personal NY.gov ID" button
- Create a username and password by following the prompts

Once you create a username, **please email the username to FDSHelpDesk@ethics.ny.gov**. We will link your NY.gov ID account to the Commission's FDS Online Filing System and send you a notification by email that you have been provided with access to the application.

Forgotten Password/User ID

On the NY.gov sign-in screen, select "Forgot your Username or Password?" to retrieve your information.

Locked Account

If you lock yourself out of your account, try the Forgotten Password Option before contacting NY.gov.

Contacting NY.gov

For help accessing your NY.gov ID account, please contact:

NYS ITS Enterprise Service Desk Phone at (844) 891-1786 or fixit@its.ny.gov.

SUNY Employees ONLY

For help accessing your online account through the SUNY Portal, please contact:

SUNY Help Desk at (518) 320-1208 or helpdesk@suny.edu.

Navigation Instructions

For help with navigating the Commission's FDS Online Filing System, please refer to the instructions located on the Commission's website:

<https://www.ethics.ny.gov/navigating-fds-online-filing-system>.

System Requirements

To access the FDS Online Filing System, you must use one of the following browsers:

- Google Chrome 30 and above
- Apple Safari 7 and above
- Microsoft Edge
- Microsoft Internet Explorer 11
- Mozilla Firefox 27 and above
- Opera

To verify that your browser meets the requirements, visit <https://encryption.ny.gov>

Filing Receipt

Once you complete your FDS online, please make sure you check off the Agreement box in section 20 and hit the "Submit" button. Once your Dashboard on the FDS Online Filing System shows "Filed" next to the filing year, you will receive an email notification that JCOPE has received your filing. Please keep this email for your records.

Filing Status

- **"In Progress"** – FDS has been started but not completed or submitted
- **"Filed"** – FDS completed and submitted
- **"Delinquent"** – FDS has not been completed or submitted and is overdue

Contact Us

For FDS help, call (800) 87-ETHICS (800-873-8442) and press option 3 to speak to an FDS Filings Specialist.